

BALDWIN COUNTY SHERIFF'S OFFICE
Application for Employment

Date: _____

Applicant #: _____

EQUAL OPPORTUNITY EMPLOYER. It is our policy to abide by all Federal and State laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40) sex, marital status, or physical or mental disability, except where a reasonable, bona fide occupational qualification exists.

Position Applied For _____ Today's Date: _____

Name: _____ Social Security #: _____

Address: _____ How Long? _____

City: _____ State/Zip _____

Day Phone (____) _____ Home Phone _____

Drivers License #: _____ State _____ Email Address _____

Check the following options you would consider: Full Time _____ Part Time _____ Temporary _____

What is your minimum salary requirement? _____ Date available for work _____

Do you have any objections to our contacting your present employers? ☐ Yes ☐ No (If yes, explain) _____

EDUCATION AND TRAINING

	School Name	City and State	Degree/Major	Degree Received
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade School				<input type="checkbox"/> Yes <input type="checkbox"/> No

List any other education, training, special skills or certificates/licenses that you possess related to the job.

List any machines, equipment, or software programs on which you are qualified and experienced in operating.

GENERAL INFORMATION (A yes response will not necessarily bar you from employment with the Sheriff's Office).

Can you, after employment, submit verification of your legal right to work permanently in the U.S.? ☐ Yes ☐ No

Were you previously employed by Baldwin County? ☐ Yes ☐ No If yes, dates _____

List any relatives working for Baldwin County. _____

Have you ever been convicted of, pled guilty to, or received probation, deferred adjudication, or other type of alternative method of supervision or correction for a felony or misdemeanor? (Do not include a traffic ticket) ☐ Yes ☐ No If yes, explain _____

Can you perform the essential functions of the job? ☐ Yes ☐ No

Do you require any accommodation to perform the essential functions of the job? ☐ Yes ☐ No

Have you ever been terminated from a job for cause? ☐ Yes ☐ No If yes, explain _____

Are there any convicted felons living within your residence? ☐ Yes ☐ No If yes, who: _____

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EMPLOYMENT HISTORY

List all work experience beginning with the present or most recent job (use back of application, if necessary).

Name of Business	Type of Business
Address	City State Zip
Dates Employed (From-To)	Title
Name and Title of Supervisor	Telephone Number

May We Contact? ☐ Yes ☐ No

Brief Description of Duties

Reason for Leaving	Last Salary
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Name of Business	Type of Business
Address	City State Zip
Dates Employed (From-To)	Title
Name and Title of Supervisor	Telephone Number

May We Contact? ☐ Yes ☐ No

Brief Description of Duties

Reason for Leaving	Last Salary
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Name of Business	Type of Business
Address	City State Zip
Dates Employed (From-To)	Title
Name and Title of Supervisor	Telephone Number

May We Contact? ☐ Yes ☐ No

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BUSINESS REFERENCES (List three individuals, in addition to listed employment references, known to you for at least three years excluding relatives).

NAME	OCCUPATIONAL/ASSOCIATION	PHONE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Person to be notified in case of emergency:

Name: _____ Telephone (____) _____

Address: _____

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, articles/books, published, activities, honors received, etc. (You may choose to omit any information that would indicate age, sex, sexual orientation, race, religion, color, national origin, or disability.)

AGREEMENT (Please read the following statement carefully).

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize all persons listed above (and on the accompanying resume, if any) to give the Baldwin County Sheriff's Office any and all information concerning my previous employment and education and any pertinent information they may have, personal or otherwise, and release all parties, such persons and the Baldwin County Sheriff's Office, from liability for any damage that may result from furnishing same to the Baldwin County Sheriff's Office.

If employed by the Baldwin County Sheriff's Office, I agree to and review and abide by the Alabama Code of Ethics, 36-23-1 through 20, AL Code (1975) and policies and procedures of the Baldwin County Sheriff's Office, which includes the Baldwin County Commission's Anti-Harassment Policy. I further understand that while on a probationary status, my employment can be terminated, with or without cause or notice, at any time, at the discretion of the Baldwin County Sheriff's Office or myself. I further understand that no representative of the Baldwin County Sheriff's Office other than the Personnel Officer, Chief Deputy or Appointing Authority has any authority to enter into any agreement, oral or written, on behalf of the Baldwin County Sheriff's Office for a term of employment or make any assurance or promise of continued employment.

I understand and agree that I may be required to take a drug and alcohol screening test. I hereby give my voluntary consent for a blood and/or urine sample to be collected from me and submitted for testing. I also consent to the release of the test result to the Baldwin County Sheriff's Office for its use. I understand that any positive drug or alcohol result may preclude my employment.

I understand that a preliminary background investigation will be performed upon the submittal of this application.

Signature _____ Date _____

Return Address: Department of Human Resources
Baldwin County Sheriff's Office
310 Hand Avenue
Bay Minette, AL 36507